SCSUNS
South Carolina Department of Education

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South Carolina
Student Unique
Numbering System

South Carolina Student Unique Number System (SC SUNS)

SASI Data Guidelines

SUNS Data Guidelines for SASIxp

SUNS will require clean, accurate data from SASI to function properly. Specifically, each student record <u>must</u> contain (blanks are not acceptable) the following fields:

1. Legal Last Name
2. Legal First Name
3. Gender
4. Date of Birth
5. Current Grade Level
6. District Student ID (PermNum)
7. Race / Ethnicity

In addition, SUNS will use the following fields, if data exists (blanks are acceptable) to assist in matching:

1. Legal Middle Name
2. Legal Name Suffix
3. Social Security Number

Districts should go through the following guidelines to ensure that their data conforms prior to submitting data to SWEET between May 16-26.

(1) AltID1 Field.
The AltID1 Field should be cleared of all data. Important data should be moved to other fields. SUNS will write over all data in this field. When checking for students without state IDs, it is important that this field not contain any data. In addition, it is recommended that the AltID1 Field be locked down to user input so no data can be entered directly into this field in the future.

(2) Use Complete Legal Names.
VERY IMPORTANT: All name changes must be made on the <u>student screen</u>. Changing names in the student atom is done by selecting menu option to change name. Name changes must not be made on the enrollment screen. Changing a name on the enrollment screen will cause changes to status and grade levels for inactive students.

The "LastName", "FirstName", and "MiddleName" fields should contain the child's legal name. The fields should not be used to contain nickname, generation code or any information other than the name as it appears on the birth certificate or subsequent legal document, if available.

If legal name contains more than one word in first, middle or last names, the name should appear with a space in between the words or a hyphen as it appears in the legal document. Although the SASI Student Data Atom only displays a limited number of characters, the SASI database can accommodate up to 40 characters in last name field (20 characters in the first name field and 13 characters in the middle name field. The full

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name as it appears on the birth certificate should be entered and can be viewed in the blue title bar.

All name fields including "MiddleName" should include the full name, not an abbreviation or initial unless that is what appears on the birth certificate. "NMN" should not be used to signify no middle name. In this case, the field should be left blank.

Tests:

(a) Check for students whose middle name has an initial:

Display

ASTU Ln fn mn if   mn IN
["A","B","C","D","E","F","G","H","I","J","K","L","M","N","O","P","Q","R","S","T","U","V","W","X","Y","Z"]

ASTU Ln fn mn if   mn IN
["A.","B.","C.","D.","E.","F.","G.","H.","I.","J.","K.","L.","M.","N.","O.","P.","Q.","R.","S.","T.","U.","V.","W.","X.","Y.","Z."]

(b) Check for students with a blank in middle name

Display
ASTU lastname firstname middlename if middlename = " "

Verify with student records to determine if no middle name exists.

(c) Display students with middlename of "NMN"

Display
ASTU lastname firstname middlename if middlename = "NMN"

(3) Separate nicknames from formal names.
Make sure that nickname (i.e. "Buddy") is in the nickname field on page 2 of the student screen.

(4) Put generation code in correct field.
Make sure that generation suffix (Jr., Sr., II, III, etc) has been removed from the name fields and placed in the "Gnrtn" field**. If there is concern about SASI transcripts for seniors not including the generation code, it is acceptable to leave generation code in the last name for seniors since they will not be assigned state IDs and**

Test:

Check for instances of generation code in last, first and middle names.

Display

ASTU ln fn mn if ln:"jr" or ln:"sr" or ln:"II" or ln:"III" or ln:"IV"   (Notice that the :   means contains in the if condition)

ASTU ln fn mn if fn:"jr" or fn:"sr" or fn:"II" or fn:"III" or fn:"IV"

ASTU ln fn mn if mn:"jr" or mn:"sr" or mn:"II" or mn:"III" or mn:"IV"

(5) Remove special characters. --> , * () "
Remove all commas (,), asterisks (*), parenthesis ("("or")"), and quotes ("") from name fields. Periods should only be used when they appear on the birth certificate.

Apostrophes ('), hyphens (-), and spaces between multiple words in a name field are acceptable.

Special characters that are part of ethnic/cultural names (such as the "n" with a tilde over it in many Hispanic names, accented "e" in some French names, vowels with two dots) can be used as long as they use the ASCII US/DOS US standard.

Tests:

(a) Check for commas, asterisks, parenthesis and quotes

Display

ASTU ln fn mn if ln:"," or fn:"," or mn:","   (check for commas)

ASTU ln fn mn if ln:"*" or fn:"*" or mn:"*"   (check for asterisks)

ASTU ln fn mn if ln:"(" or fn:"(" or mn:"("   (check for open parenthesis)

ASTU ln fn mn if ln:")" or fn:")" or mn:")"   (check for close parenthesis)

ASTU ln fn mn if ln:""" or fn:""" or mn:"""   (check for quotations)

(b) Checks for appropriate usage of period, hyphen and apostrophe in name fields.

Display

ASTU ln fn mn if ln:"-" or fn:"-" or mn:"-"   (dash - check appropriate usage of dash)

ASTU ln fn mn if ln:' or fn:' or mn:' (apostrophe- check appropriate usage of apostrophe)

ASTU ln fn mn if ln:. or fn:. or mn:. (period- check appropriate usage of period)

Verify with student records.

(6) Use of Caps.

Use of ALL caps, all small case, or any combination in name fields will not impact SUNS.

(7) Gender, ethnicity and DOB.

The Gender field should only contain "M" or "F". The Ethnicity field should contain "A", "B", "BI", "H", "I", "O", "P","W", "WA", "WB", or "WI". Date of Birth must be in the 'mm/dd/yyyy' format.and must use a valid date range for a student of that age.

Tests:

(a) Checks for invalid ethnic codes:

Display

ASTU ln fn mn EthnicCode if EthnicCode <> 'A' AND EthnicCode <> 'B' AND EthnicCode <> 'BI' AND EthnicCode <> 'H' AND EthnicCode <> 'I' AND EthnicCode <> 'O' AND EthnicCode <> 'P' AND EthnicCode <> 'W' AND EthnicCode <> 'WA' AND EthnicCode <> 'WB' AND EthnicCode <> 'W'

(b) Checks for invalid gender codes:

Display

ASTU ln fn mn Gender if Gender <> 'F' AND Gender <> 'M'